ROYAL PHARMACEUTICAL SOCIETY

Post-registration Foundation Pharmacist Credentialing

E-portfolio: getting started

Version 1.3
Last updated: 17/01/22

Contents

1 Accessing the post-registration foundation E-portfolio

1.1 E-portfolio registration

To start recording evidence to demonstrate your learning, you will first need to **register** with the E-portfolio. To access the E-portfolio click portfolio.rpharms.com or enter the link directly into your URL. You will then be redirected to the RPS website login page. The process of accessing the E-portfolio is slightly different for RPS members and non-members.

1.1.1 How to register if you are a RPS member

If you are a RPS member enter your RPS membership login details and you'll be redirected to the E-portfolio homepage.
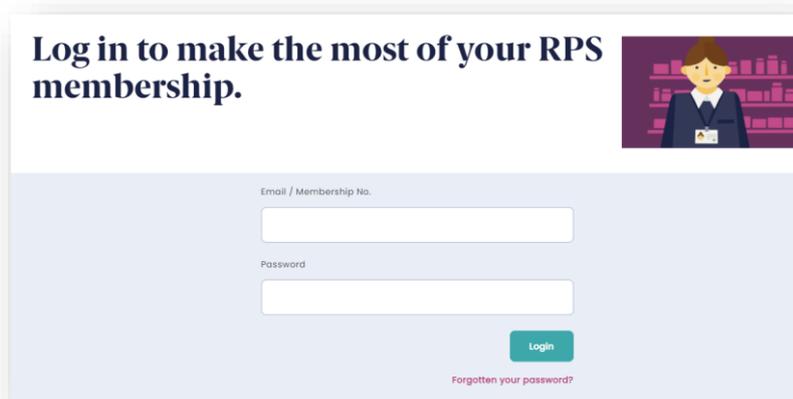
Go to **Section 1.2** for details on how to access the post-registration foundation E-portfolio.

1.1.2 How to register if you are not a RPS member

If you are not a RPS member, scroll down the login page until you see this section and click the 'register' button on the bottom right-hand side of the page.

You will then need to complete a short registration form. Please be aware that the Post-registration Foundation pathway is only available to registered pharmacists, and you must therefore provide your GPhC registration number when creating your registered user account. If you need to amend this at a later time, you can update these details in the "My Account" section of the website.

When all the fields are completed, accept the terms and conditions, and then click 'Register'.
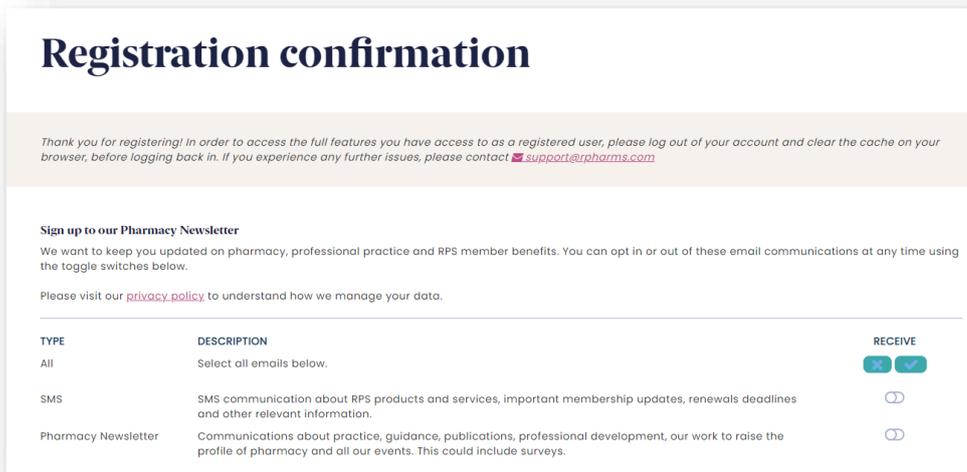
Once registered, login to the E-portfolio [here](#).

1.2 Selecting your programme

When you first access the E-portfolio you will need to agree to the Portfolio User Terms and Conditions. Tick the box and select 'Continue' to accept.
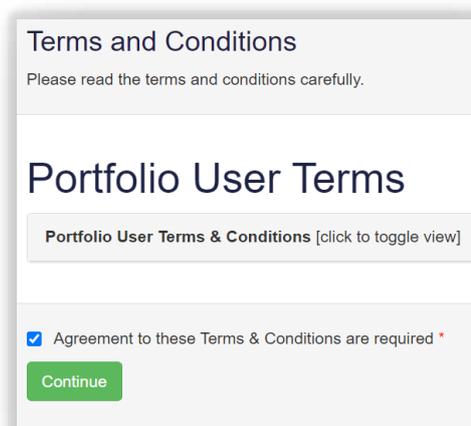
Select your programme from the navigation menu or by clicking **"programmes".**

You will see an option for **Post-registration foundation pharmacist**; select this and click on the "**Start Programme**" button.

Post-registration Foundation

A programme for pharmacists who are looking to become credentialed as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the post-registration foundation pharmacist curriculum outcomes.

Start Programme

TIP: When you next login to the E-portfolio, you will be able to access your selected programme by clicking **"Open Active Programme"**.

Post-registration Foundation

A programme for pharmacists who are looking to become credentialed as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the post-registration foundation pharmacist curriculum outcomes.

Open Active Programme

Status: Started

Date Started: 13/10/2021

After opening your programme, you will see your **Dashboard** which provides an overview of your progress.

Post-registration Foundation

A programme for pharmacists who are looking to become credentialed as a post-registration pharmacist which is the first stage in our credentialing pathway. Record and compile all the evidence of your learning and assessment evidence against the post-registration foundation pharmacist curriculum outcomes.

Supervised Learning Events		
Acute Care Assessment Tool (ACAT)	2	1
Clinical Evaluation Exercise (mini-CEX)	2	0
Case Based Discussion (CbD)	1	0
Case Presentation (CP)	1	0
Direct Observation of Non-Clinical Skills (DONCS)	2	0
Direct Observation of Practical Skills (DOPS)	5	0
Journal Club Presentation (JCP)	0	0
Leadership Assessment Skills (LEADER)	0	0
Reflective Account (RA)	1	1
Teaching Observation (TO)	0	0
Quality Improvement Project Assessment Tool (QIPAT)	0	0

Other Records	
File Upload	4
Learning Needs Analysis (LNA)	2
Meeting Record	2
Learner Actions	21

Quick Notes	Start New
Open Closed	

The **supervised learning event** section of your dashboard displays the following information:

- Count of each supervised learning event type that has been started (orange)
- Count of each supervised learning event type that has been completed (green)

You can access any forms directly from the dashboard by clicking on the relevant evidence type. For the example above, if you click anywhere on the row which contains 'Reflective Account (RA)' you can access your Reflective Accounts.

1.3   Entering your programme details

You must enter the details of your training programme so that your training provider is able to support you. Select "**My Programme Details**" from the navigation menu.
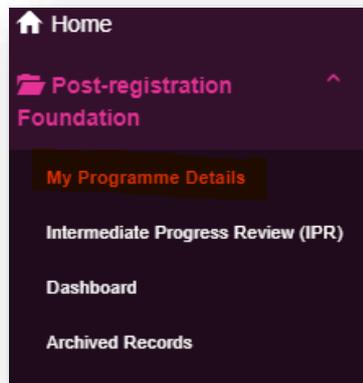
Make sure you select the country you are working in first as this will open the relevant drop-down menus for the remaining fields.
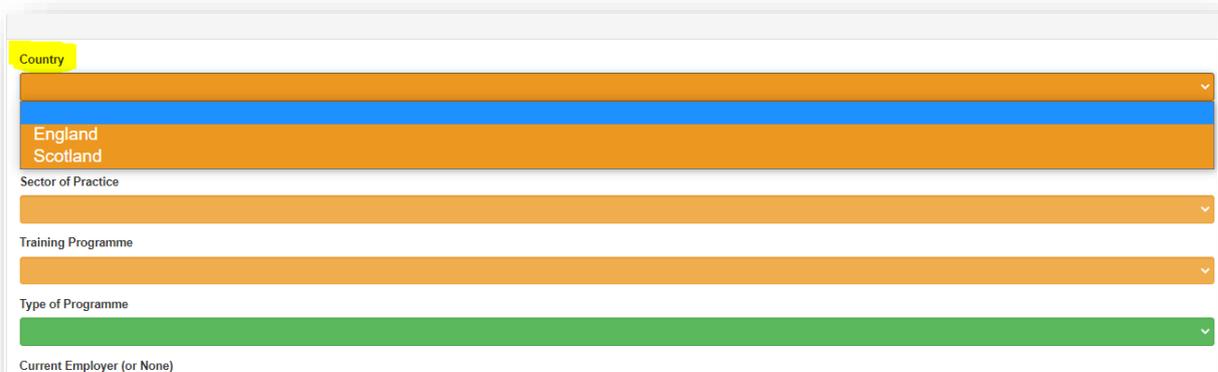
"Type of programme" refers to how prescribing is incorporated into your training and assessed. If you are doing a standalone independent prescribing course delivered and assessed by the university, this is called 'Modular'. If the independent prescribing training is integrated throughout your training programme and will be assessed jointly by the RPS and your university, this is called 'Integrated'. This field will be auto populated based on the information your training provider has given the RPS.

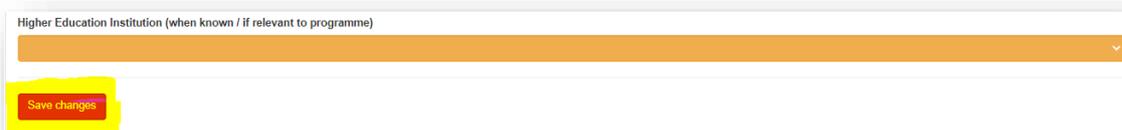You do not need to complete the "Higher Education Institution" field unless this is relevant to your programme (it can be updated later). It refers to the Higher Education Institution providing your independent prescribing course (if relevant). All of the other fields must be competed.

When you have completed all of the fields, click "**Save changes**"

You will receive confirmation that the recorded has been updated.

You can update your programme details at any point by returning to the "My Programme Details" page, editing your information and saving the changes.

1.4 Invite your portfolio collaborator (educational supervisor / designated prescribing practitioner/education lead)

Portfolio collaborators include educational supervisors, designated prescribing practitioners and education leads. If you are in a structured training programme you are likely to have an educational supervisor. Depending on the training programme, you may also require a designated prescribing practitioner to access to your E-portfolio. You can also invite education support colleagues from for example, your employer or training provider to have read-only access of your E-portfolio; this role is called 'Education Lead'.

As a learner you have control over who gets to view the content of your E-portfolio. You can add / remove portfolio collaborators at any point, but please note that once invited and accepted, a portfolio collaborator will be able to view all of the content in your E-portfolio.

To invite a portfolio collaborator to view and edit your portfolio, select the "**Portfolio Collaborators**" item in the left-hand navigation menu.

The portfolio collaborators summary page will open – scroll down until you get to the **"Your Portfolio Collaborators"** section.
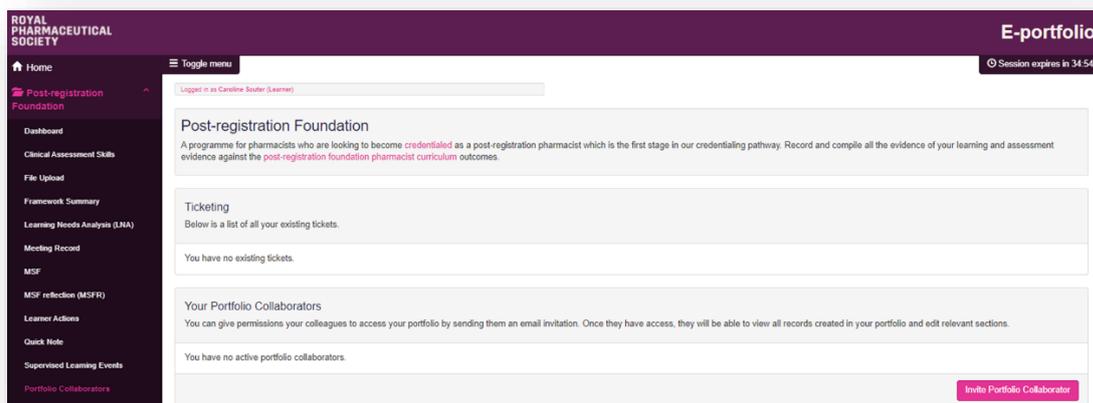
Select the **"Invite Portfolio Collaborator"** button to start the invitation process.

This will open a pop-up window for you to insert the details of your collaborator. You will need to choose their role type from the dropdown menu (e.g. educational supervisor) and the email address that you will send the invitation to.

This will send an email notification to them and once they accept, their details will be displayed on the portfolio collaborators page. At any point you can also delete a collaborator by selecting the cross (x) icon; or you can re-send the invitation if your collaborator cannot find it.

NOTE: Educational supervisors and designated prescribing practitioners will have full (read/write) access to your E-portfolio. Education Leads will have read-only access and could be, for example, education support staff from your employer and / or training provider.

TIP: If your portfolio collaborator has not received an email and you have used the right email address, ask them to check their junk folder in case the email has been recognised as junk.

2   Completing assessment tools and forms

There are two main ways of completing an online assessment tool or form:

- Online with your portfolio collaborator (educational supervisor or designated prescribing practitioner)
- Online with a ticketed collaborator

2.1.1   Online process with your portfolio collaborator (educational supervisor or designated prescribing practitioner)

This process enables your educational supervisor or designated prescribing practitioner to complete the forms directly within your E-portfolio as they will have a registered E-portfolio account linked to yours. The process is outlined below:

1. You start a new tool or form	2. Complete all relevant mandatory sections as instructed but **DO NOT** include the collaborator's email address (this will generate a ticket)	3. Save your tool or form ("Create Record")
4. View and edit the tool or form as many times as you wish, and save your edits ("Update record")	5. Inform your educational supervisor/designated prescribing practitioner that the tool or form is ready for thier feedback	6. Your educational supervisor/designated prescribing practitioner logs into their own account and completes the relevant fields within your E-portfolio
7. Your educational supervisor/designated prescribing practitioner saves the tool or form	8. You consider the feedback, add reflection (optional) and mark it as complete when ready ("Update and Complete Record")	9. You and your educational supervisor/designated prescribing practitioner supervisor can view a read-only version of the tool or form

2.1.2   Online process with a ticketed collaborator

This process is for you to seek feedback from a collaborator, such as a practice supervisor, who does not have their own account within the E-portfolio. The process is known as a ticket, e-ticket, or e-ticketing.

NOTE: This process only provides collaborators 'one-time' access to complete a single assessment tool or form. If you would like a collaborator to provide feedback on more than

one assessment tool or form, then you will need to send them a ticket for each one. The process is outlined below:

|		
1. Start a new tool or form	2. Complete all relevant mandatory sections as instructed **PLUS** the ticketed supervisor field (email address)	3. Save your tool or form
4. View and edit the tool or form as many times as you wish, and save your edits	5. Send the tool or form to your collaborator who will receive an email inviting them to complete feedback for you	6. Your collaborator accesses the form or tool via the link in their e-mail, and completes the relevant sections in the form or tool
7. Review the form or tool and check that your collaborator has completed their fields	8. You consider the feedback and add reflection (optional)	8. Inform your educational supervisor/ designated prescribing practitioner that the tool or form is ready if they wish to review and add comments
9. Your educational supervisor/ designated prescribing practitioner logs into their own account, and makes comments to the tool or form (if required) within your E-portfolio	10. Your educational supervisor/ designated prescribing saves the tool or form and you mark it as complete	11. You and your educational supervisor/designated prescribing practitioner supervisor can view a read-only version of the tool or form

When you add the ticketed collaborator's email address, it triggers the option to send the form via an email link to them.

Collaborator Position *   Pharmacist

Update Record and Send Email to Collaborator

Update Record
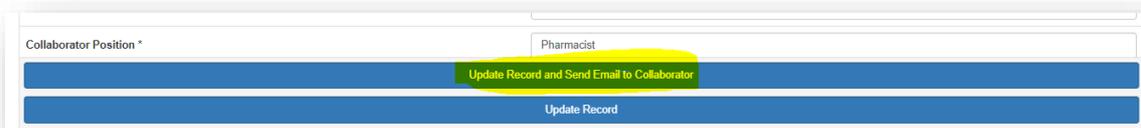
The ticketed collaborator will receive an automated email from the E-portfolio; an example is shown below.

Please advise your ticketed collaborator to also check their junk folder as the automated emails can occasionally be filtered out as spam.
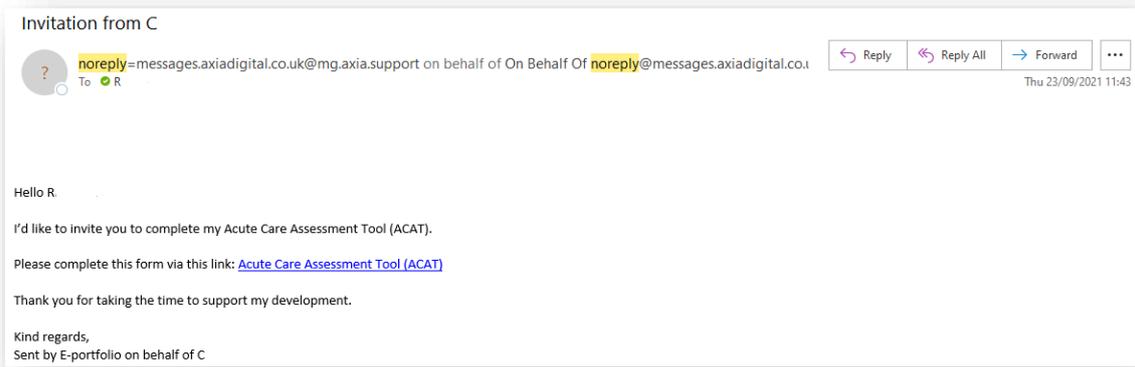
Your ticketed collaborator will have 28 days to provide feedback with the e-ticketing process.

NOTE: The E-portfolio does not display details of when the invitation was sent, therefore you will need to log in on a regular basis and check whether your ticketed collaborator has provided their feedback.

You can re-send them reminders if the email has not been received or has been deleted in error. If you have entered the incorrect email address, you can cancel the invitation, enter in the correct email, and send a new ticket invitation.

If your ticketed collaborator is not able to provide feedback, you will have the option of sending the invitation to another ticketed collaborator. Simply cancel the invitation and enter in the details for the alternative ticketed collaborator.

NOTE: If you cancel the invitation, the email to your original ticketed collaborator will no longer work and if they try to access the form or tool, they will receive a message informing them that they do not have access.

When you have sent a ticket it will appear in your list of created tickets at the top of the supervised learning event page.

Created Tickets			
Date Invited	Recipient	Form	Status
13/10/2021	rachael.parsons@rpharms.com	Acute Care Assessment Tool (ACAT)	Sent

When the ticketed collaborator has completed the form, the status will change to submitted.

3 Tips on using the E-portfolio

This section contains general information on the technical functionality of the E-portfolio.

3.1.1 Help and additional information

We have included additional help information throughout the E-portfolio to explain what you need to do.

You will have an option to **"click to toggle"** or a question mark symbol

Select these to get more details on the section you are viewing, and you will see a hint or additional information about what you should include and take into consideration: An example of the **"click to toggle"** option is shown below.

Case Based Discussion (CbD)

[click to toggle]

Case Based Discussion (CbD)

[click to toggle]
Purpose:

Retrospectively evaluates the individual's input into patient care. A structured discussion is undertaken remotely from the patient and is used to explore clinical reasoning, decision making and application of clinical knowledge in practice.

Examples of when it can be used:

Managing a person who required their medicine(s) to be altered e.g. a person with asthma that was uncontrolled on their current treatment; managing a person who required a new medicine to be started e.g. recommending an appropriate antibiotic for a person taking an anticoagulant; managing a person who experienced an adverse drug reaction.

3.1.2 Session timer

You will notice a timer in the top right-hand corner of the screen. This is a countdown of inactivity. If you are inactive for a period of 35 minutes, you will automatically be logged out of the E-portfolio.

The timer resets to 35 minutes each time you interact with the portfolio, such as clicking a button, or completing a form. Please note that simply moving your cursor around on the page is not considered as an interaction.

4 Contact details
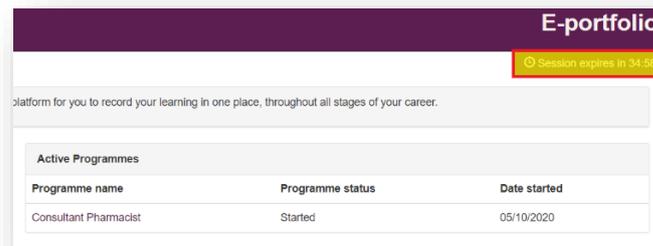
Visit https://www.rpharms.com/development/credentialing/foundation/post-registration-foundation-curriculum for further information about the post-registration pharmacist credentialing process.

If you experience any **technical issues or have any feedback on the platform**, please contact our technical team.

Email: eportfolio@rpharms.com

Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

For any questions about the requirements of the post-registration foundation pharmacist credentialing and RPS products and service please contact our dedicated support team:

Email: support@rpharms.com
Telephone: 0207 572 2737 (9am to 5pm, Monday to Friday)

Acknowledgements

RPS E-Portfolio designed by AXIA
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